



**Financial Analyst 5
Finance and Administration Division
Olympia, Washington**

Starting Compensation \$3,663 – 4,685/mo (DOQ)

**Closing Date: March 3, 2006 (5:00 p.m.)
(Revised 2/17/06)**

Mission & Vision

The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Position Objectives & Responsibilities

Assists the Revenue Manager in supervising day-to-day operations and scheduling of one Financial Analyst 4, two Financial Analyst 1's and four fiscal technicians. This position is also responsible for the analysis and accurate reconciliation of DOL's Drivers, BPD, and Prorate and Fuel Tax revenue input to the Agency Financial Reporting System and DOL revenue reporting contained in the Calendar Month Report, Balance Forward, Revenue Receipts, and the Revenue Ledger.

Analyzes, oversees, prepares, and inputs revenue transactions to subsidiary and general ledger accounts in the DOL Revenue System, the Treasury Management System, and the AFRS. Prepares adjusting entries as needed. Prepares financial and statistical reports for management. Compiles, analyzes, and prepares the Preliminary Fuel Tax Report; Snowmobile and ORV transfers; Capron Act, Aeronautics transfer; Vessel Report; and General Fund Report. Analyzes, oversees, and prepares revenue accounting entries including suspense and related subsidiary and general ledger accounts on a monthly and annual basis. Approves journal entries.

Assists and/or establishes fiscal procedures, manual reporting processes, the development of automated systems as needed to ensure efficient and effective processes that meet and/or exceed GAAP, SAAM, and agency performance requirements. Implements and ensures internal controls are met as needed to maintain and monitor the safety of assets within this position's control. Interpretation and analysis of fiscal data as related to the position.

Prepares timely and meaningful annual performance evaluations. Maintains expertise regarding the knowledge and application of collective bargaining agreements and agency employment related policies. Provides performance measurements to the Revenue Manager to include the timely reconciliation and recording of revenue, the timely deposit of revenue, and dishonored check counts and amounts for those staff who report directly or indirectly to this position through the chain of command.

Required Qualifications and Competencies

- A Bachelor's degree with 15 semester or 30 quarter hours of college-level accounting hours, and two years of supervisory experience;
- OR
- Four years of professional accounting, budgeting or auditing experience, and two years supervisory experience, provided the candidate has the required accounting credits.
- AND
- Experienced with 10-key and/or calculator.
 - Experience with Microsoft Outlook.
 - Intermediate level experience in Microsoft Excel.
 - Experience with financial applications (mainframe and/or software).

Desired Competencies

- Proven ability to analyze and effectively report financial and performance data.
- Effective communication skills (verbal, written, telephone, and email).
- Efficiently and effectively performs duties within fiscal cutoffs.
- Maintains cordial business relationships with DOL personnel.

Compensation

This position is in general government service. Starting monthly compensation is \$3,663 – \$4,685 depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

Application Procedure

Submit all materials to: HRrecruit@dol.wa.gov Please indicate in the subject line of your e-mail correspondence: 06-30G – FA5.

- A letter of application (no more than two pages) describing how your knowledge, skills, and abilities relate to the required and desired criteria outlined in this recruitment announcement.
- A completed Washington State Application Form.
- A list of three professional references, with current telephone numbers; and
- How you became aware of this recruitment.

Prior to any new appointment into DOL, a background check will be conducted.

NOTE: The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

E-MAIL will be the primary method of communication during this recruitment.

Hard copy materials may also be submitted.

Or mail to:

Human Resources Office
Attn: 06-30G FA5
Department of Licensing
PO Box 6007
Olympia, Washington 98507-6007

The State of Washington actively supports diversity in the workplace and is an equal opportunity employer.

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.